How to release your documents from the printer

1. Click **Start.**
2. **Select** the last option from the list.
3. Click **Next.**
4. **Enter the user ID** that you used to log on to the computer.
    a. Either your library card number
        i. scan the card or
        ii. enter by hand
    b. OR the patron ID from a computer pass
5. Click **OK.**
6. **Select the document** you would like to print.
    a. Select more than one document by holding down Ctrl while you click.
7. **Make payment**
    a. coins on top
    b. bills on front
        i. accepts $1.00 and $5.00
        ii. library cannot make change for bills greater than $10.00
8. **Click Print**
9. **Close the window**
    a. Printer will not give change is if the window is open.

Greenwood Public Library

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